

CONFIDENTIAL**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Required Training for Secretaries Promoted in May 1987

FROM:Chairman, FBIS Secretarial Panel
3S09**EXTENSION**

64742

NO.

FBIS-0250-87

DATE

1 December 1987

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. CDO/Secretaries/DS&T
Room 6E45, Headquarters

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FBIS-0250-87
1 December 1987

MEMORANDUM FOR: Career Development Officer/Secretaries/DS&T

FROM:

Chairman, FBIS Secretarial Panel

25X1

SUBJECT: Required Training for Secretaries Promoted in May 1987

REFERENCE: Your memo dtd 6 Nov 87, Same Subject

1. Here is the written certification on the training courses taken
by FBIS secretaries:

FBIS

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Career Management Workshop - completed 9-10 Jul 87
Essentials of Writing - completed 20-24 Jul 87
Stress Management - completed 3 Jun 87
Professionalism in the Office - submitted training request,
20 Jan 87
Employee Development - submitted training request, 26-29 Jan 87

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Effective Oral Presentation - substitution request approved,
10 Nov 87
Women in the Workforce - submitted training request, 23-25 Mar 87
Supervisory & Management Skills for Secretaries (mgt portion
only) - submitted training request, 2-5 Feb 87

2. The third secretary on your list---transferred to
the Office of Finance around July 1987.

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SUBJECT: Required Training for Secretaries Promoted in May 1987

DDS&T/FBIS (1 Dec 87)

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Distribution:

- Orig - Addressee
- 1 - D/FBIS Chrono
- 1 - O/D/FBIS Secretarial file
- 1 - Ops Group
- 1 - C/PB
- 1 - FBIS Registry

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DS&T-741-87

6 November 1987

MEMORANDUM FOR: Chairman, FBIS Secretarial Panel

VIA:

[redacted]
Executive Secretary, O-D/FBIS

25X1

FROM:

[redacted]
Career Development Officer/Secretaries/DS&T

25X1

SUBJECT:

Required Training for Secretaries
Promoted in May 1987

1. The attached listing indicates the secretaries in your office who were promoted during the May 1987 promotion exercise and which required training courses they were lacking at the time of promotion. Since that time I have worked with OTE and the FBIS Training Officer to arrange for that required training.

2. Promotees who have not completed the required training courses will not be eligible for Performance Awards. The Performance Awards are given in April, but the panels will meet during the January/February time frame.

3. May I have by COB 7 December your written certification that the secretaries have completed the required training (including the date of completion) or that they have been confirmed to attend the courses (including the dates scheduled).

4. Thanks in advance for your cooperation. Please direct any questions you have to me on [redacted]

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[redacted]
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Attachment:
As Stated

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[redacted]
DECL OADR
DRV COV 1-82
ALL PORTIONS

25X1

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 FBIS

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Career Management Workshop*
Professional Office Protocol*
Stress Management*

 FBIS

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Career Management Workshop*
Essentials of Writing*
Professional Office Protocol*
Stress Management*
Employee Development

 FBIS

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Effective Oral Presentations*
Women in the Workforce*
Management Skills for Secretaries *

*IN THE QUE

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